



DEPARTMENT OF THE NAVY  
UNITED STATES NAVAL ACADEMY  
ANNAPOLIS, MARYLAND 21402-5000

USNA/AACINST 12315.2C  
24/MER  
29 August 1990

USNA/AAC INSTRUCTION 12315.2C

From: Superintendent, U.S. Naval Academy/Annapolis Area Coordinator

Subj: PROBATIONARY PERIOD FOR CIVILIAN SUPERVISORS AND MANAGERS

Ref: (a) FPM 315, Subchapter 9 (NOTAL)  
(b) CPI 315.9 (NOTAL)

1. Purpose. To advise of probationary period requirements for supervisors and managers. (R)

2. Cancellation. USNA Instruction 12315.2B

3. Background. The purpose of the probationary period is to give new supervisors and managers a chance to develop necessary skills and abilities which cannot be readily taught or developed in other kinds of positions. It also provides the U.S. Naval Academy (USNA) an opportunity to assess the newly assigned employee's development on the job and to return an employee to a nonsupervisory or nonmanagerial position without undue formality should circumstances warrant such action.

4. Definitions. Supervisory and managerial positions are defined in reference (a) and have the same meaning as defined in the Office of Personnel Management Supervisory Grade Evaluation Guide for Position Classification. (R)

5. Applicability. This instruction applies to all employees in the competitive service at activities served by the USNA Civilian Personnel Department (CPD) unless indicated by separate instructions.

6. Basic requirements (R)

a. Upon initial appointment to a competitive service supervisory position, an employee is required to complete a 12-month probationary period before the appointment will be considered final. Exception: an employee who has previously completed a probationary period in a managerial position is exempt from this requirement.

b. Upon initial appointment to a competitive service managerial position an employee is normally required to complete a separate 12-month probationary period before the appointment will be considered final. Per reference (b), if approved by the head of the department or academic division, an employee may be exempted if he or she has served satisfactorily in a supervisory position.

c. An employee who is temporarily (by official action) appointed, promoted, or reassigned to a supervisory or managerial position for a period expected to exceed six months will serve a probationary period if otherwise subject to the requirement.

d. Once an employee has satisfactorily completed a probationary period for a supervisory or managerial position, the employee may not be required to serve another such period regardless of the number of agencies, occupations, or positions in which he or she serves.

7. Crediting Service Toward Completion of the Probationary Period (R)

a. Movement to other supervisory or managerial positions during probation

(1) When an employee serving probation under this instruction is transferred, reassigned, or promoted to another supervisory or managerial position, the employee becomes subject to the probationary period prescribed for the new position. The service in the former position counts toward the completion or the probationary period required for the new position with the following provision: service under an uncompleted supervisory probationary period is creditable towards a required managerial probationary period if approved by the Head of the Department or Academic Division, coordinated with the CPD, and documented per reference (b).

(2) When an employee serving probation under this instruction is temporarily placed in another supervisory or managerial position (under detail, temporary promotion, or reassignment), the temporary service is creditable toward completion of the probationary period.

b. Credit toward subsequent probationary period. Service under uncompleted supervisory or managerial probationary period, other than those related to unacceptable performance, may be credited toward a new probationary requirement to the extent determined reasonable by the new employing supervisor. This

determination must be made in coordination with the CPD and the rationale for crediting the prior service should be documented in the employee's Official Personnel Folder (OPF).

c. Temporary service prior to probation. Prior service under a temporary appointment, promotion, or reassignment counts towards completion of the required supervisory or managerial probationary period if the temporary appointment, promotion, or reassignment involved serving a probationary period applicable to the new position.

R) 8. Management's Obligation During the Probationary Period

a. To prepare and equip new supervisors and managers for the demands of the job, individual developmental needs should be considered and appropriate training and support provided. New supervisors should take the Personnel Management for Supervisors course offered by the CPD within their probationary period.

b. Upon beginning the probationary period, new supervisors and managers must be informed of the performance standards under which their performance will be monitored. Specific, detailed standards may be developed or the normal performance rating plan for the position under the Performance Appraisal Review System (PARS) or the Performance Management and Recognition System (PMRS) may be used. Progress reviews should be conducted as necessary to coincide with the employee's probationary period to keep the employee properly informed of progress. No specific minimum time period is established for the evaluation; employees will be returned to a nonsupervisory or nonmanagerial position whenever a full and fair evaluation indicates they are unsuitable for continued employment in the position. Normally, a minimum of 90 days should be allowed. If the employee is unsuitable for the supervisory or managerial position, placement in a nonsupervisory or nonmanagerial position must be effected prior to the end of the probationary period.

R) 9. Failure to Satisfactorily Complete the Probationary Period. Satisfactory completion of the probationary period is a prerequisite to continuation in a supervisory or managerial position.

a. If, after a reasonable trial, an evaluation of the employee reveals deficiencies in supervisory or managerial performance, the employee must be returned or reassigned to a nonsupervisory or nonmanagerial position before the end of the probationary period.

b. An action to return or reassign an unsuccessful supervisor or manager under reference (a) may only be taken for reasons directly related to the employee's performance as a supervisor or manager. An action to demote or separate for conduct or for performance not related to supervisory or managerial performance must be processed under 5 CFR Part 432 or 752, as appropriate.

c. The decision to return the probationer to a nonsupervisory or nonmanagerial position must be initiated by the probationer's immediate supervisor and reviewed by the next higher level supervisor. The final decision will be made by the cognizant department head. This process must be coordinated with the CPD, Management-Employee Relations (MER) Division. A copy of the final decision letter must be forwarded to the CPD, Staffing/Classification Services Division for the purpose of effecting the action.

d. The employee must be advised in writing of the reasons for his or her return to a nonsupervisory or nonmanagerial position.

e. An employee who is removed from a supervisory or managerial position under this instruction is entitled to be placed in a position in the Department of the Navy (DON) of no lower grade and pay than the one from which the employee left to accept the supervisory or managerial position. If the position the employee left to accept the supervisory or managerial position is at a higher grade than the supervisory or managerial position, the employee is entitled to be placed in a position at the same grade as the position in which he or she was serving probation. Repromotion would then be per merit promotion procedures.

f. The following options are available to assist in placement actions:

(1) Leave the previously occupied position vacant or fill it on a temporary promotion basis until probation in the supervisory or managerial position is completed. This allows return of the probationer to the position previously occupied.

(2) Establish a new position when warranted. A temporary position may be established for the purpose of placing the employee until an appropriate continuing position is available.

(3) Place the probationer in a vacant position.

g. An employee who is promoted to a supervisory or managerial position and is subsequently returned to his or her former grade-level, is entitled to credit toward a within-grade increase at the lower grade for the time spent at the higher grade.

h. The return of an employee to a nonsupervisory or nonmanagerial position under this instruction is not grounds, in and of itself, for denying the employee consideration for subsequent assignment to such a position.

i. The pay of an employee who is returned from a supervisory or managerial position to his or her former grade level will be determined per the provisions of paragraph 9-6(i) of reference (a).

10. Appeals and Grievances. An action to return or reassign an employee to a nonsupervisory or nonmanagerial position for reasons directly related to supervisory or managerial performance is not appealable, nor may it be the basis for a grievance under the DON grievance procedures.

(R)

11. Questions pertaining to the supervisory and managerial probationary period should be directed to the CPD, MER Division at extension 2804 or 2533. Questions regarding placement should be directed to the CPD, Staffing/Classification Services Division at extension 3822 or 2698.

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B. A. SPUFFORD  
Deputy for Operations

Distribution:  
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